

## CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number \_\_\_\_\_

Meeting Type: Regular

Meeting Date: 5/24/2012

Action Requested By:  
Fire and Rescue

Agenda Item Type  
Resolution

Subject Matter:

Modification to Stanard and Associates, Inc. agreement professional services.

Exact Wording for the Agenda:

Resolution authorizing Modification No. 1. to the Agreement between the City of Huntsville and Stanard & Associates, Inc., for the professional services to develop and administer written and practical examinations for the Captain position.

**Note: If amendment, please state title and number of the original**

Item to be considered for: Select...

Unanimous Consent Required: Select...

Briefly state why the action is required; why it is recommended; what Council action will provide, allow and accomplish and; any other information that might be helpful.

Associated Cost:

Budgeted Item: Select...

MAYOR RECOMMENDS OR CONCURS: Select...

Department Head: Michael K. Sublett

Date: 5/21/12

**RESOLUTION NO. 12- \_\_\_\_\_**

**BE IT RESOLVED** by the City Council of the City of Huntsville, Alabama, that the Mayor is hereby authorized to enter into an Agreement, by and between the City of Huntsville, a municipal corporation in the State of Alabama, and Stanard & Associates, Inc., which said Agreement is attached hereto and identified as "Modification No. 1 to an Agreement between the City of Huntsville and Stanard & Associates, Inc., for the professional services to develop and administer written and practical examinations for the Captain position" consisting of three (3) pages and the date of May 24, 2012, appearing on the margin of the first page, together with the signature of the President or President Pro Tem of the City Council, and executed copy of said document being permanently kept on file in the Office of the City Clerk-Treasurer of the City of Huntsville, Alabama.

**ADOPTED** this the 24th day of May, 2012.

\_\_\_\_\_  
President of the City Council of  
the City of Huntsville, Alabama

**APPROVED** this the 24<sup>th</sup> day of May, 2012.

\_\_\_\_\_  
Mayor of the City of Huntsville,  
Alabama

Modification No. 1 to the  
Agreement Between the City  
of Huntsville and Stanard &  
Associates Inc. dated April 12, 2012  
as adopted by the City Council  
of the City of Huntsville by Resolution No. 12-300

STATE OF ALABAMA     )  
                                  )  
COUNTY OF MADISON    )

MODIFICATION No. 1

THIS MODIFICATION TO AN AGREEMENT is entered into on this the 24 <sup>th</sup>  
day of May, 2012 by and between the City of Huntsville, Alabama (hereinafter the  
"City") and Stanard & Associates, Inc. (hereinafter "Stanard").

WITNESSETH

WHEREAS, the parties previously entered into an agreement for Stanard to  
provide an updated written examination for the City to use in filling the position of Fire  
Captain; and

WHEREAS, the parties now desire to alter the services and provided by Stanard  
and the fees to be paid by the City;

NOW THEREFORE, in consideration of the mutual covenants set forth herein,  
the City and Stanard agree to the following modification to the Agreement:

1. Delete Section 1.0 of the original agreement and replace it in its entirety  
with the following:

**1.0     Development of Written Examination.**

Stanard agrees to provide to the City the following services in the  
development of a revised content valid, written job knowledge examination,  
commencing on the effective date of this agreement and continuing for a period of  
one hundred twenty (120) days thereafter:

**Step 1.** Stanard shall review job analysis data and prepare  
information to present to SMEs to ensure the Fire Captain job is the same as it  
was based on the most recent job analysis.

\_\_\_\_\_  
President of the City Council  
of the City of Huntsville,  
Alabama  
Date: May 24, 2012

**Step 2.** Huntsville FD SMEs will review current exam items and determine if new items need to be written.

**Step 3.** Stanard will review current test items related to the NIMS source and determine if new items need to be written.

**Step 4.** Stanard will write new exam questions.

**Step 5.** Stanard will reformat the exam and answer key (scramble items, etc.), incorporating any required changes.

**Step 6.** Stanard will print study guides and exams.

**Step 7.** Stanard will respond to candidate challenges.

**Step 8.** Stanard will score exams and report the results to the City representative designated by the City of Huntsville.

2. Delete Section 2.0 of the original agreement and replace it in its entirety with the following:

**2.0** If needed, additional consulting (i.e., responding to candidate challenges/grievances, litigation support, expert witness testimony, depositions, statistical analyses, attend special meetings, etc.) will be billed at a rate of \$175.00 per hour for Bachelor's and Master's—level staff and \$250.00 per hour for Ph.D.—level staff. All shipping and/or travel related expenses will be kept to a minimum and billed as incurred. It at all necessary, additional test questions will be written at a rate of \$45.00 per hour.


3. Delete Section 3.0 of the original agreement and replace it in its entirety with the following:

**3.0** In consideration of the services rendered hereunder, the City shall pay to Stanard the sum of One Thousand Seven Hundred Forty-five Dollars (\$1745.00) for services related to the review and development of the written examination. This total includes four hours at \$175.00 per hour to complete the work in step three. This amount shall be prorated on final invoice. The City shall also pay to Stanard the sum of Forty-five Dollars (\$45.00) for each new written question developed by Stanard. The sum of Eight Hundred Seventy-five Dollars (\$875.00) shall be due and payable within fifteen days of the execution of this Modification No. 1 with the remainder being payable within thirty (30) days from the date of the final invoice from Stanard. Stanard may invoice the City upon final completion of the work.

4. All other terms and conditions of the original Agreement remain unchanged and in full force and effect.

**IN WITNESS WHEREOF**, the parties have executed this agreement on the day and year first above written.

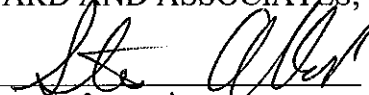
Attest:

\_\_\_\_\_

STANARD AND ASSOCIATES, INC.

By :

Its:

  
\_\_\_\_\_  
President

**CITY OF HUNTSVILLE**

a municipal corporation  
in the State of Alabama

Attest:

\_\_\_\_\_  
Charles E. Hagood  
Its: Clerk-Treasurer

By: \_\_\_\_\_

Tommy Battle  
Its: Mayor